

Sullivan County, NH

Type of meeting: Board of Commissioners Regular Business Meeting Minutes

Date/Time: Tuesday, December 21, 2010; 3:00 PM

Place: Sullivan County Health Care Facility, 5 Nursing Home Drive, Unity NH 03743

Attendees: Commissioners Jeffrey Barrette - *Chair*, Bennie Nelson - *Vice Chair* and Ethel Jarvis - *Clerk*; Greg Chanis - *County Administrator*; Ted Purdy - *Sullivan County Health Care (SCHC) Administrator*; Ross L. Cunningham - *Department of Corrections (DOC) Superintendent*; Jane Coplan - *DOC Programs Director*; John Cressy - *Facilities & Operations Director*; and Sharon Callum - *Commissioners Office Administrative Assistant/Minute Taker*.

Public Attendees: State-County Delegate Paul LaCasse Sr., John M. Callum Jr. - *Unity Resident & 2011/12 Commissioner Elect*, and Larry Converse - *Claremont Resident*.

3:05 The Chair brought the meeting to order and led all in the *Pledge of Allegiance*.

Agenda Item No. 1. Sullivan County Health Care Administrator's Report, Ted Purdy

Agenda Item No. 1.a. Census

Mr. Purdy reviewed the following reports [Appendix A.1-7]:

- November 2010 Medicare, Private, Medicaid, HCBC (Respite), Managed Care and Medicare B Revenue: the over all census came out with a positive variance of \$3,338; Medicare not what has been expected; the October 1st new rates were finally passed by congress so they will be permanent; Private pay is pretty much on track; positive basis on Medicaid; no HCBC for the month; Medicare Part B helping to make up for difference; received a lot of Medicaid clients straight from their homes; the \$144.19 Medicaid rate will be effective 1/1/2011 and Purdy anticipates, with this increase, receiving \$160,000 additional revenue.
- Revenue review thru 11/30/2010: assessment payment arrived this last quarter - therefore, \$23,000 over budget; anticipates \$140,00-\$150,000 of ARRA stimulus for next quarter; net variance \$33,000 from operations; YTD variance \$25,000.
- Sullivan County Nursing Home Quarterly Resident Census: 142.4 average census in 2nd quarter
- Medicare Length of Stay Analysis: Medicare Net Revenue \$131,730 for Nov 2010

- November 2010 Admission/Discharge Summary – 10 Admissions and 10 Discharges
- YTD FY11 July 2010 to November 2010 Admissions/Discharge Summary: 43 Admissions and 41 Discharges.
- Month-end Aged Analysis for Month of Nov 2010: back on track
- Current Nursing Home Census: Month to date average 5 skilled through December, 115 Medicaid, with average of 142 month to date

Agenda Item No. 1.b. Staffing

One key position is still open: Activities Director, and they continue to search for qualified/certified candidate.

Agenda Item No. 2. Sullivan County Human Resources: Extended Sick Leave Article XVI – Proposed Additional Wording

A copy of the proposed new wording for Article XVI, of the Employee Manual, was distributed [Appendix B]. Wording would remove "*ESL will not be allowed until three days of ET are used consecutively per incident*", and insert "*ESL may begin on the first full day of absence provided that the duration of disability is three consecutive days or more and the employee provides the employer with appropriate medical documentation confirming dates of disability*". The Board noted a spelling error in the first sentence of #2 section. As personnel from HR was unavailable to reprint the document, the Commissioners signed the document with spelling correction notation.

3:13 Motion: we approve this [Article XVI Extended Sick Leave] as amended and correct the spelling error in first sentence. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

The Board signed the document [Appendix C].

Agenda Item No. 3 DOC Superintendent's Report, Ross L. Cunningham

Agenda Item No. 3.a. Census

Supt. Cunningham distributed the 12/21/10 Population Data memo from Sergeant D. Gokey [Appendix D]. Total census population at 98. Commissioner Jarvis inquired about the laundry and heat situation. Cunningham confirmed the boiler and dryer issues have been resolved - facilities staff will be servicing the dryers. The group briefly discussed one purchase order regarding the replacement of a sprinkler system head, which was a regular maintenance issue.

Agenda Item No. 3.b. Staffing

Supt. Cunningham noted both David Carrier and Sean Seymour have returned from military service in Afghanistan, to the area – Carrier will return

to the DOC January 10th after a debriefing and Seymour is tentatively returning to the DOC in January, but will probably attain another enforcement job. They are actively recruiting two officer positions.

Agenda Item No. 3.d. 4-H Life Grant for Sullivan & Merrimack County
DOC

Copies of the 4-H Life Program Grant document [Appendix E] were distributed. Ms. Coplan discussed the grant and scope of service: the grant funding will pay for the 4-H Life Program to take place at the Merrimack and Sullivan County correctional facilities for inmates; program provides for mentoring and family strengthening issues where incarcerated will practice positive reactions; they'll hold monthly family meetings with the care provider, the parent of children, as well as the inmates in collaboration with 4-H educators; they've built into the program a tracking program that will continue during after care, as they continue with 4-H programs within their community. Their first planning meeting is scheduled for January 5th. Mr. Chanis noted NH State UNH is the fiscal agent, not the County.

Non Agenda Item DOC Holiday Events

Ms. Coplan noted they were able to purchase presents for 56 children; 35 inmates participated in the three holiday events held. They received many cash and present donations, as well as Christmas cards with stamps - people were very generous in community.

Non Agenda Item Second Chance Co-Occurring Disorders Grant
Program - West Central Behavioral Services

Ms. Coplan noted, the program funded by the Second Chance Co-Occurring Disorders Grant is under way; they have two individuals on board and are recruiting for a third position.

Non Agenda Item CCTV Video of the Female Inmate Dartmouth
Program

In response to Comm. Nelson's inquiries, Ms. Coplan confirmed she has a copy of the CCTV tape of the Dartmouth/female inmate performance.

Agenda Item No. 3.c. DOC Tour Notes - Compliance Letter

The Board reviewed the 11/16/10 memo [Appendix F.1-2] from Lori Keefe regarding notes of the Commissioner tour taken of the DOC and buildings on 11/16/10, which will be sent to the Attorney Generals Office to comply with NH State RSA's.

3:26 Motion: to approve and forward to the Attorney Generals Office the 11/16/10 tour notes. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

Agenda Item No. 4. County Administrator's Report

Agenda Item No. 4.a. NH Primex – Revised Workers Compensation 5% Multi-year Discount Agreement and Resolution

Mr. Chanis reviewed the Oct. 15th and Oct. 28th memos from Primex to County Administrator [Appendix G.1-4] regarding the Workers' Compensation program, the revised Workers Compensation Multi-Year Agreement [Appendix H.1-2], the Multi-Year Agreement Conditional Requirements [Appendix I] and the Resolution To Enter Primex Workers compensation 5% Multi-Year Discount Program Workers compensation [Appendix J]. The County is under a current agreement through 2013, and this would extend it a further year.

3:27 Motion: to approve the extension, and authorize the County Administrator to enter into the Workers' Compensation Program 5% Multi-Year Discount Program Agreement, and authorize the County Administrator to sign the Multi-year Agreement Condition Requirements. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

3:28 Motion: to authorize the Commissioner Chair to enter into the minutes the Resolution to Enter Primex Workers Compensation 5% Multi year Discount Program. Made by: Barrette. Seconded: Nelson. Voice vote: All in favor

Agenda Item No. 4.b. Sugarbush Timber Sale Update

The Board reviewed the Notice of Timber Sale, Prospectus Highlights and list of loggers who the Request For Bid was sent to [Appendix K.1-3] – this pertains the Sugarbush lot. Chanis noted, this is not a classic timber sale for profit, but hopes the County would receive some type of payment. A tour, for the bidders, will be scheduled for Tuesday, January 4th, with bids due by January 14th.

Agenda Item No. 4.c. Unity Conservation Commission 11/18/10 letter

A copy of the 11/18/10 Unity Conservation Commission letter [Appendix L.1-2] regarding Marshall Pond low water level and timbering, was distributed. Chanis and Cressy will view the current level, but feel it may be due to the minimum precipitation this past year. Chanis noted the timber company satisfied their contract, but have not harvested, at this point; timber tax was budgeted, but not due until harvest. It was noted the timbering had not taken place as it was a wet season, and they had not seen the land frozen or dry. Chanis will check on the time frame for the timbering, but feels they are within the time frame, still.

Non Agenda Item Oil Spill Appeal Process Update

Mr. Cressy confirmed no specific date has been set for the appeal process, but the engineer has sent an official letter to note the County is appealing and would participate in the hearing.

Non Agenda Item SCHC Parking

The Board, County Administrator, and Facilities Director discussed space being used for overflow parking, that was not designated for parking; the area tends to turn into parking in summer and when snow is plowed out of the main visitor parking lot.

Non Agenda Item Shooting Range Area Entrance

Mr. Cressy confirmed Facilities has a gate for the entrance to the road leading into the firing range area, but due to ground conditions, they had not installed it yet. Comm. Nelson encouraged them to install it as soon as possible. Mr. Cressy noted they'd also be putting up signs.

Agenda Item No. 5. Commissioners Report

There were no reports submitted.

Agenda Item No. 6. Public Participation

There was no participation.

Agenda Item No. 7. Meeting Minutes Review

Agenda Item No. 7.a. December 7, 2010 Public Meeting Minutes

The Board reviewed the 12/7/10 public meeting minutes.

3:45 Motion: we accept the minutes of Tuesday, Dec. 7th 3 PM, as typed. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.

Agenda Item No. 7.b. November 16, 2010 3:48 PM Executive Session Minutes

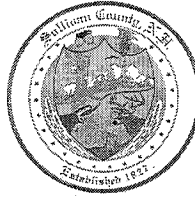
3:46 Motion: we will release the 11/16/10 3:48 PM Executive Session minutes. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.

Commissioner Barrette noted to Commissioner Ethel Jarvis it had been a pleasure working with her over the last four years. He also welcomed Mr. Callum on as the new Commissioner elect as of January 5th.

3:47 Motion: to adjourn the meeting. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

Respectfully submitted,
Sharon Callum, Administrative Assistant/Minute Taker

Date minutes approved: January 5, 2011



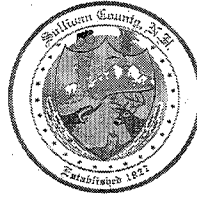
Tuesday Dec 21, 2010, 3 PM
Sullivan County NH, Board of Commissioners

Regular Business Meeting
AGENDA - Revised

Meeting Location: Unity County Complex – Frank Smith Living Room
Sullivan County Health Care Facility, 5 Nursing Home Drive, Unity NH 03743

- | | | |
|-------------------|----|---|
| 3:00 PM – 3:20 PM | 1. | Sullivan County Health Care Administrator's Report, <i>Ted Purdy</i> <ul style="list-style-type: none">a. Censusb. Staffing |
| 3:20 PM – 3:30 PM | 2. | Sullivan County Human Resources <ul style="list-style-type: none">• Extended Sick Leave Article XVI – Proposed Additional Wording |
| 3:30 PM – 3:50 PM | 3. | DOC Superintendent's Report, <i>Ross. L. Cunningham</i> <ul style="list-style-type: none">a. Censusb. Staffingc. DOC Tour Notes – Compliance Letterd. 4-H Life Grant for Sullivan & Merrimack County DOC |
| 3:50 PM – 4:10 PM | 4. | County Administrator's Report <ul style="list-style-type: none">a. NH Primex – Revised Workers' Compensation 5% Multi-Year Discount Agreement and Resolutionb. Sugarbush Timber Sale Update |
| 4:10 PM – 4:25 PM | 5. | Commissioners' Report |
| 4:25 PM – 4:35 PM | 6. | Public Participation |
| 4:35 PM – 4:40 PM | 7. | Meeting Minutes Review <ul style="list-style-type: none">a. Dec 7, 2010 Public Meeting Minutes |
| 4:40 PM | 8. | Adjourn meeting |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



Upcoming Events / Meetings:

- **Jan. 5th Wed. Sullivan County Board of Commissioners Meeting**
 - **Time:** 9 AM
 - Place: Newport, 14 Main Street – 1st Floor Commissioners Conference Room

- **Jan. 10th Mon. Sullivan County Delegation: EFC Meeting**
 - **Time:** 8:30 AM
 - Place: Newport, 14 Main Street – 1st Floor Commissioners Conference Room
 -

MEDICARE							
	Nov 2009 Compare	Nov 2009 AVG CENSUS	Nov 2010 Actual	Nov 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	264	9	186	6	330	11	-144
REVENUE	\$133,430.61		\$131,730.16		\$161,700.00		-\$29,969.84
AVERAGE RATE PER DAY	\$505.42		\$708.23		\$490.00		\$218.23

PRIVATE							
	Nov 2009 Compare	Nov 2009 AVG CENSUS	Nov 2010 Actual	Nov 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	698	23	623	21	600	20	23
REVENUE	\$151,870.00		\$146,735.00		\$141,000.00		\$5,735.00
AVERAGE RATE PER DAY	\$217.58		\$235.53		\$235.00		\$0.53

MEDICAID							
	Nov 2009 Compare	Nov 2009 AVG CENSUS	Nov 2010 Actual	Nov 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,218	107	3,461	115	3,300	110	161
REVENUE	\$482,410.38		\$470,488.34		\$448,602.00		\$21,886.34
AVERAGE RATE PER DAY	\$149.91		\$135.94		\$135.94		\$0.00

HCBC (RESPITE)							
	Nov 2009 Compare	Nov 2009 AVG CENSUS	Nov 2010 Actual	Nov 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0		0	0
REVENUE	\$0.00		\$0.00		\$424.66		-\$424.66
AVERAGE RATE PER DAY	\$0.00		\$0.00		\$0.00		\$0.00

MANAGED CARE							
	Nov 2009 Compare	Nov 2009 AVG CENSUS	Nov 2010 Actual	Nov 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0	0	0	0
REVENUE	\$0.00		\$0.00		\$0.00		\$0.00
AVERAGE RATE PER DAY	\$0.00		\$0.00		\$0.00		\$0.00

	Nov 2009 Compare		Nov 2010 Actual		0		
TOTAL CENSUS	4,180		4,270		\$0.00		
AVERAGE CENSUS		139.3		142.3	0	141.0	

MEDICARE B REVENUE							
	ACTUAL		Nov 2010 Actual		BUDGETED		VARIANCE
	\$40,572.46		\$43,481.40		\$37,369.88		\$6,111.52

TOTAL MONTHLY REVENUE VARIANCE

\$3,338

A.2.

Revenue Review thru 11/30/2010

	Annual Budget	153 Days YTD budget	YTD	Variance	
Medicaid	5,457,991	2,287,870	2,346,179	58,309	
Private	1,715,500	719,100	748,944	29,844	
Insurance	15,000	6,288	23,283	16,995	
Respite (HCBC)	5,000	2,096	1,795	(301)	
Medicaid Assessment	1,826,825	456,706	480,154	23,448	Paid quarterly (one payment made)
ARRA	300,000	75,000	162,143	87,143	Paid quarterly (1 payment rec'd for 1qtr FY11)
Medicare Part B (Total)	440,000	184,438	226,176	41,738	
Medicare Part A	1,967,350	824,670	600,744	(223,926)	
Proshare	475,000			-	Paid at end of FY
Net Variance from Operations				33,249	
Net Variance without ARRA				(53,893)	
Misc Income	10,000	4,192	11,050	6,858	
Laundry	85,000	35,630	21,025	(14,605)	
Cafeteria	15,000	6,288	6,640	353	
Meals	339,164	142,170	141,315	(855)	
YTD Variance		4,744,448	4,769,448	25,000	
	12,651,830				

A.3

Sullivan County Nursing Home
Quarterly Resident Census

Resident Census - FY 11

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPIRE		CARE		DAYS		FILLED	
Jul-10	4836	3457	79.69%	588	13.55%	280	6.45%	11	0.25%	0	0.00%	2	0.05%	4338	89.70%
Aug-10	4836	3485	78.86%	585	13.24%	349	7.90%	0	0.00%	0	0.00%	0	0.00%	4419	91.38%
Sep-10	4680	3464	81.31%	611	14.34%	183	4.30%	0	0.00%	2	0.05%	3	0.07%	4260	91.03%
1ST QUARTER	14,352	10,406	79.94%	1,784	13.71%	812	6.24%	11	0.08%	2	0.02%	5	0.04%	13,017	90.70%
Oct-10	4836	3524	79.76%	713	16.14%	178	4.03%	0	0.00%	0	0.00%	3	0.07%	4418	91.36%
Nov-10	4680	3459	81.01%	623	14.59%	186	4.36%	0	0.00%	0	0.00%	2	0.05%	4270	91.24%
Dec-10	4836	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
2ND QUARTER	14,352	6,983	80.38%	1,336	#DIV/0!	364	#DIV/0!	0	0.00%	0	0.00%	5	0.06%	8,588	60.54%
Jan-11	4836	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Feb-11	4368	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Mar-11	4836	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
3RD QUARTER	14,040	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Apr-11	4680	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
May-11	4836	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Jun-11	4680	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
4TH QUARTER	14,196	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
FY '11 TOTAL	56,940	17,389	80.12%	3,120	14.37%	1,176	5.42%	11	0.05%	2	0.01%	10	0.05%	21,705	38.12%
YTD AVG.		113.7		20.4		7.7		0.1		0.0		0.1		141.9	

Avg
Census

141.5

142.4

0.0

0.0

Resident Census - FY 10

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPIRE		CARE		DAYS		FILLED	
Jul-09	4836	3299	80.09%	617	14.98%	203	4.93%	0	0.00%	0	0.00%	0	0.00%	4119	85.17%
Aug-09	4836	3220	77.40%	748	17.98%	192	4.62%	0	0.00%	0	0.00%	0	0.00%	4160	86.02%
Sep-09	4680	3153	75.50%	705	16.88%	296	7.09%	22	0.53%	0	0.00%	0	0.00%	4176	89.23%
1ST QUARTER	14,352	9,672	77.66%	2,070	16.62%	691	5.55%	22	0.18%	0	0.00%	0	0.00%	12,455	86.78%
Oct-09	4836	3263	75.65%	746	17.30%	304	7.05%	0	0.00%	0	0.00%	0	0.00%	4313	89.19%
Nov-09	4680	3220	77.03%	696	16.65%	264	6.32%	0	0.00%	0	0.00%	0	0.00%	4180	89.32%
Dec-09	4836	3453	78.42%	669	15.19%	281	6.38%	0	0.00%	0	0.00%	0	0.00%	4403	91.05%
2ND QUARTER	14,352	9,936	77.05%	2,111	16.38%	849	6.58%	0	0.00%	0	0.00%	0	0.00%	12,896	89.86%
Jan-10	4836	3464	76.60%	590	13.05%	467	10.33%	0	0.00%	0	0.00%	1	0.02%	4522	93.51%
Feb-10	4368	3209	79.06%	575	14.17%	262	6.45%	0	0.00%	12	0.30%	1	0.02%	4059	92.93%
Mar-10	4836	3491	79.34%	684	15.55%	222	5.05%	0	0.00%	2	0.05%	1	0.02%	4400	90.98%
3RD QUARTER	14,040	10,164	78.30%	1,849	14.24%	951	7.33%	0	0.00%	14	0.11%	3	0.02%	12,981	92.46%
Apr-10	4680	3447	80.39%	651	15.18%	185	4.31%	0	0.00%	4	0.09%	1	0.02%	4288	91.62%
May-10	4836	3540	79.98%	707	15.97%	178	4.02%	0	0.00%	0	0.00%	1	0.02%	4426	91.52%
Jun-10	4680	3448	79.80%	641	14.83%	226	5.23%	5	0.12%	0	0.00%	1	0.02%	4321	92.33%
4TH QUARTER	14,196	10,435	80.05%	1,999	15.33%	589	4.52%	5	0.04%	4	0.03%	3	0.02%	13,035	91.82%
FY '10 TOTAL	56,940	40,207	78.27%	8,029	15.63%	3,080	6.00%	27	0.05%	18	0.04%	6	0.01%	51,367	90.21%
YTD AVG.		110.2		22.0		8.4		0.1		0.0				140.7	

Avg
Census

135.4

140.2

144.2

143.2

A.H.

Medicare Length of Stay Analysis
Sullivan County Health Care (SC)

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12/15/2010 3:45 PM
AR7400A

	Nov 2010	Oct 2010	Sep 2010	Aug 2010	Jul 2010	Jun 2010	May 2010	Apr 2010	Mar 2010	Feb 2010	Jan 2010	Dec 2009	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	11	6	5	8	12	8	5	10	10	15	12	20	122	102
MCR # Admits & Readmits	6	6	3	4	9	5	4	5	6	9	7	13	77	64
MCR # Discharges from facility	2		1	1	6		3	2	5	5	5	5	35	30
MCR Discharged LOS	10.0		93.0	26.0	28.7		17.3	29.5	47.8	38.2	39.6	25.8	33.7	35.0
MCR # End or A/R Change	4	2	8	5	2	1	3	2	8	4	4	2	45	43
MCR End or A/R Change LOS	36.0	21.5	54.8	45.0	72.0	71.0	50.0	68.0	41.9	35.5	23.3	39.0	44.4	44.7
Total Average MCR LOS	27.3	21.5	59.0	41.8	39.5	71.0	33.7	48.8	44.2	37.0	32.3	29.6	39.7	40.7
Total MCR Days	186	178	183	349	280	226	178	185	222	262	467	281	2997	2716
Rehab RUGs	178	175	173	273	259	210	161	166	185	258	440	278	2756	2478
% of Total MCR Days	100%	98%	95%	78%	93%	93%	90%	90%	83%	98%	94%	99%	92%	92%
Non-Rehab RUGs		3	10	76	21	16	17	19	37	4	27	3	233	230
% of Total MCR Days		2%	5%	22%	8%	7%	10%	10%	17%	2%	6%	1%	8%	8%
Default Days														
% of Total MCR Days														
A ADL (low dependency)	28	72	18	52	34	1	27	41	22	22	83	14	414	400
% of Total MCR Days	16%	40%	10%	15%	12%		15%	22%	10%	8%	18%	5%	14%	15%
B ADL (medium dependency)	63	8	80	136	102	113	80	56	121	160	237	137	1293	1156
% of Total MCR Days	35%	4%	44%	39%	36%	50%	45%	30%	55%	61%	51%	49%	43%	43%
C ADL (high dependency)	87	98	85	161	144	112	71	88	79	80	147	130	1282	1152
% of Total MCR Days	49%	55%	46%	46%	51%	50%	40%	48%	36%	31%	31%	46%	43%	43%
Medicare Net Revenue	\$131,730	\$101,767	\$88,338	\$156,215	\$138,829	\$119,738	\$90,105	\$87,042	\$109,087	\$135,601	\$235,899	\$142,409	\$1,536,761	\$1,394,351

A.5.

November 2010							
Admission/Discharge Summary							
				Admissions		Discharges	
HCB	Home			0		0	
MCD	Assisted Living						
	Expired					1	
	Home						
	Hospital			4		4	
	Nursing Home						
			MCD Subtotal	4		5	
MRA	Assisted Living						
	Expired					1	
	Home					1	
	Hospital			6			
	Nursing Home						
			MRA Subtotal	6		2	
PVT	Assisted Living						
	Expired					2	
	Home					1	
	Hospital						
	Nursing Home						
	Private home/apartment						
				0		3	
			PVT Subtotal				
TOTAL				10		10	

A6

YTD FY11								
July 2010 to November 2010								
Admission/Discharge Summary								
						Admissions		Discharges
HCB		Home				1		1
						1		1
MCD		Assisted Living				2		
		Expired						6
		Home				1		2
		Hospital				5		13
		Nursing Home				1		
				MCD Subtotal		11		23
MRA		Assisted Living						
		Expired						3
		Home						5
		Hospital				27		4
		Nursing Home				1		
				MRA Subtotal		28		12
PVT		Assisted Living						
		Expired						3
		Home				2		1
		Hospital						1
		Nursing Home				1		
		Private home/apartment						
						3		5
				PVT Subtotal				
TOTAL						43		41

A.7.

Month-end Aged Analysis

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Sullivan County Health Care (SC) For the Month of Nov, 2010

Resident (Res #) (Discharge Date)

Type	Nov/	Oct/	Sep/	Aug/	Jul/	Jun/	May/	Apr/	Mar/	Feb/	Jan/	Dec/	Nov/	Balance
Aged Analysis Summary														
HCB					1,795.20	816.00							2,249.60	4,860.80
INS	10,834.41	8,919.54	13,560.10	16,526.04	6,748.09	16,053.51	3,293.14	7,556.32	8,172.84	556.46	10,303.21	7,526.25	72,950.21	183,000.12
MCD	379,423.99	13,196.49	9,103.28	402.06	490.03		2,153.25	141.11	2,055.69	828.71	96.40	283.41	65,744.63	472,357.31
MCP														
MRA	112,617.86	2.67	381.64	10,389.90	4,670.44	0.01	0.03	0.43	0.27	0.52	2,659.97	9,116.48	35,547.93	175,385.51
MRB	34,785.10	1,626.92	1,708.39	661.06	21.64	586.41	840.19	214.21	372.99		66.72	939.36	82,561.76	124,341.47
MXA	8,070.00	7,596.50		1,579.01	9.00	1,109.25	1,123.56	3,025.00	412.50		1,675.38	400.50	67,514.40	77,998.46
MXB	5,897.29	4,556.83	231.18	97.78	1,027.81	1,354.90	422.77	419.80	664.96	685.91	216.45	221.16	28,137.92	43,934.76
PVT	61,627.10	42,822.28	13,160.00	18,451.50	31,871.50	21,601.10	23,574.76	16,237.60	8,563.61	5,828.16	7,384.41	9,312.21	116,576.35	377,010.58
RES	13,473.24	142.18	11,715.28	3,730.51	2,064.43	1,363.60	2,013.68	2,552.14	3,772.98	883.32	2,964.03	627.04	40,131.74	5,170.69
PHC													375.00	375.00
HST													800.00	800.00
PIN														
HSR														
Totals:	626,728.79	78,865.41	49,859.87	47,675.72	48,636.86	40,666.28	31,174.26	24,095.75	23,190.30	8,782.04	25,173.77	27,859.59	431,576.06	1,464,484.70
	42.80%	5.39%	3.40%	3.27%	3.32%	2.78%	2.13%	1.65%	1.58%	0.60%	1.72%	1.90%	29.47%	100.00%

Article XVI Extended Sick Leave

1. Upon completion of three (3) months of satisfactory employment, Full and part time employees will be eligible to use accrued Extended Sick Leave (ESL) for personal illness or accident.
2. ~~ESL will not be allowed until three (3) days of ET are used consecutively per incident.~~ **ESL may begin on the first (1st) full day of absence provided that the duration of disability is three (3) consecutive days or more and the employee provides the employer with appropriate medical documentation confirming dates of disability.**
2. ESL is accrued at a rate of 0.0231 per hour paid up to forty (40) per week for full and part time employees.
3. ESL hours begin accruing from the first day of employment.
4. The maximum amount of accrued ESL is four hundred (400) hours. Once the maximum amount is reached, no additional time will be accrued.
5. Unused ESL hours have no cash value and are not transferable or redeemable at the end of employment.
6. Unless an employee is on approved FMLA leave, employment will be Terminated if the employee is unable to return to work after ESL has been exhausted.
7. Any employee that has used ESL will be required to present medical certification that he/she is able to return to work.

Change
use!
10

Article XVI Extended Sick Leave (Amended 12/21/2010)

1. Upon completion of three (3) months of satisfactory employment, Full and part time employees will be eligible to use accrued Extended Sick Leave (ESL) for personal illness or accident.
2. ESL may begin on the first (1st) full day of absence provided that the duration of disability is three (3) consecutive days or more and the employee provides the employer with appropriate medical documentation confirming dates of disability.
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7. Any employee that has used ESL will be required to present medical certification that he/she is able to return to work.

Sullivan County Commissioners

Date:

Jeffrey R. Barrette
Jeffrey R. Barrette, Chair

12/21/10

Bennie C. Nelson
Bennie C. Nelson, Vice Chair

Ethel Jarvis
Ethel Jarvis, Clerk



Sullivan County Department of Corrections
103 County Farm Rd
Claremont, NH 03743

Intra-Department Memorandum

From: Sergeant D. Gokey
Subject: Daily Report
To: Superintendent Ross L. Cunningham

Date: December 21, 2010
At: Classification Department

POPULATION DATA:

House of Corrections	Pre-Trial Inmates	Protective Custody
Male – 48	Male – 17	Male – 0
Female – 17	Female – 2	Female – 0
Total In-House Population: 84		In-House Population on 12/21/2009 – 59
Unit Breakdown (included in the above count):		
Unit 1 – 20	Male Flex – 11	Female Flex – 4
Unit 2 – 7	Male Treatment – 14	Female Treatment – 4
Unit 3 – 15	Male Work Release – 4	Female Work Release – 2
OBS – 3		
Jail Total: 45	CCC Total: 39	

CENSUS DATA:

Home Confinement/EM	Merrimack County	Cheshire County
Male – 1	Male – 3	Male – 1
Female – 3	Female – 0	Female – 2
Carroll County	NHSP/SPU	Pheonix House
Male – 1	Male – 2	Male – 1
Female – 0	Female – 0	Female – 0

Total Census Population: 98

Census Population on 12/21/2009 - 105

Pre-Trial Services Program – Total: 28

Male – 22
Female – 6

New Hampshire 4-H LIFE

1. DUNS Number: 111089470

2. COMMUNITY SITE DESCRIPTIONS

Program Selection: 4-H LIFE

Site 1: Sullivan County - Department of Corrections (DOC)

Site Coordinator: Robin Luther

Phone: 603-863-9200

Email: robin.luther@unh.edu

Community Name: Claremont

State: New Hampshire

Zip Code: 03773-1515

Congressional district: 2

CDI: 8 (see Exhibit A)

Targets for youth: 60

Targets for Mentors: 15

Site 2: Merrimack County - Department of Corrections (DOC)

Site Coordinator: Deborah Cheever

Phone: 603-796-2151

Email: Deborah.cheever@unh.edu

Community Name: Boscawen

State: New Hampshire

Zip Code: 03303-2410

Congressional district: 2

CDI: 6 (see Exhibit B) – See note below

Targets for youth: 60

Targets for Mentors: 15

NOTE: We were unable to access SMART system data on specific street addresses. The system locates the Merrimack County correctional facility in the general Boscawen tract (CDI of 6). This facility is located 10.4 miles from the Men's State Prison in Concord (CDI of 9), and incarcerates men and women from several high risk communities including nearby Franklin (CDI of 8), and Pittsfield (CDI of 7).

New Hampshire 4-H LIFE

3.- ABSTRACT (limit 200 words) Briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on the short-term and intermediate outcomes (see Performance Measures Requirements). The abstract must describe how progress towards these goals will be measured.

New Hampshire 4-H LIFE is a mentoring and family strengthening program targeting 120 children of incarcerated parents at the Merrimack and Sullivan County correctional facilities. 4-H LIFE helps children interact positively with family and peers, and overcome the challenges of parental incarceration. The program addresses universal needs of all children for belonging, mastery, independence and generosity through prison-based and community 4-H program opportunities. Children experience a nurturing family environment where their offending parents become positive role models and mentors. Incarcerated parents develop skills to strengthen family bonds, take on leadership roles, and practice positive family interaction.

4-H LIFE has three strategies, including monthly parenting classes for incarcerated parents, leadership/ planning meetings with these offenders; and monthly 4-H Family/Club meetings with children, offenders, and caregivers. The monthly 4-H meetings occur in a family friendly atmosphere during visitation at the correctional centers, where the incarcerated parents serve as 4-H project leaders, and children are enrolled as 4-H members. Community 4-H volunteers are recruited to mentor and link the children with local 4-H programs.

Evaluation includes tracking and reporting required performance measures including increases in mentors, mentor retention, youth served, youth completion of the program, and youth exhibiting the desired program outcomes.

New Hampshire 4-H LIFE

4.-ACTION PLAN (3 pages) *Outline the proposed plan of action to meet the goal of reaching at least 60 at-risk youth ages 8-17 per site. Describe how the project will operate throughout the duration of the funding period; what you propose to do and how you intend to do it. Identify and describe key community partners that will contribute to the success of your participation in this grant. What elements will be incorporated which will allow the program to continue operation beyond the period of the OJJDP grant award.*

UNHCE will replicate the 4-H LIFE model within two county correctional facilities – the Merrimack County Department of Corrections (DOC) and the Sullivan County DOC. Our goal is to meet RFA requirements of 60 children /site. In **Sullivan County (Site I)**, the DOC is located in Unity, on the edge of Claremont. The facility is ten miles from the Newport location of the UNHCE county office. In **Merrimack County (Site II)**, the DOC is located in Boscawen, directly across the street from the county office of UNHCE.

The **PLAN OF ACTION** includes four critical components: 1) project start-up; 2) project implementation; 3) documentation and reporting; and 4) collaboration, partnerships and sustainability. Each component has specific objectives to be completed during funding. Site Staff at each location include a 4-H Youth Development Educator (Site Coordinator) and a Family & Consumer Resource Educator.

1) PROJECT START-UP

Objective 1: Establish and maintain a strong collaborative partnership between UNHCE and the Sullivan County and Merrimack County DOCs.

Site Staff will collaborate with the Department of Corrections (DOC) staff to design and implement the program. A Memorandum of Understanding (MOU) will be created to clarify communication, terminology, roles and responsibilities, eligibility for participation (offenders, family), programming locations and protocol, program components, and a detailed time line to include regular meetings and/or conference calls.

Objective 2: Ensure all project staff and volunteers complete screening and training.

Within the first month, the PI and Site Staff will complete screening and training required for access to each DOC facility. As the project advances, 4-H LIFE volunteers will complete screening and training related to their role in the project. The PI and Site Coordinators will complete the training/orientation provided by National 4-H Council from January 10-15, 2011, and will report back to each site team. The PI, Site Staff and DOC liaisons will complete training by University of Missouri staff on the Building Family Strengths curriculum, February 16-17, 2011. UNH Family Studies Department faculty with experience designing and evaluating similar programs for incarcerated parents and their children, and the University of Missouri 4-H LIFE faculty will be available for additional technical assistance and/or training.

Objective 3: Establish and maintain an effective and engaged advisory team.

Within the first two months, Site Staff and DOC staff will identify prospective 4-H LIFE advisory team members from within the correctional facility to include incarcerated parents, and from the community to potentially include caregivers, local Extension program advisors, UNH faculty, and community volunteers. This advisory team will meet regularly to make decisions

New Hampshire 4-H LIFE

about the program, with an understanding of necessary protocol for operating within the DOC facility, 4-H programs, and evaluation using human subjects. Members will review Missouri 4-H LIFE materials to gain full understanding of the three integrated components required to maintain the integrity of the program model.

2) PROJECT IMPLEMENTATION

Objective 2: Establish and maintain a coordinated delivery of the 4-H LIFE program.

Site Staff will:

- Work collaboratively with DOC to recruit and select program participants and families, plan and schedule program meetings, communicate, obtain written approvals, and create and implement systems to manage the program.
- Teach monthly parenting skills classes from the Building Family Strengths curricula to incarcerated parents; assist the parents in monthly planning/ leadership meetings; and supervise monthly 4-H Family/Club meetings led by the parents.
- Serve as a key resource for research-based parenting, and family and child development information to the enrolled offenders and the caregivers who are raising their children.

Objective 3: Overcome barriers to participation to ensure project success.

There is no public transportation serving rural communities of either county. In Sullivan County (Site I), limited bus service operates from Claremont to the DOC, however participating families will need to reach the bus from outlying communities. As in Site I, Merrimack County families will need to find a means to reach the facility. The proposed budget includes funds for gas cards and bus tickets to support this critical family need. Other barriers and solutions will be identified by the advisory team, and community partners called upon for help as appropriate. An example is the short sentences of most inmates at county DOC facilities. Community re-entry programs and probation and parole officers may become key sources for sustained program effort.

Objective 4: Develop and manage a core of volunteer 4-H LIFE mentors to connect children and caregivers with local 4-H activities and other needed resources.

Each site will utilize existing networks (including 4-H, coalitions, schools, and youth and family services) to establish a core of volunteer 4-H LIFE mentors (minimum of 1 per 4 children) who will build and maintain a nurturing connection with participating children. The UNHCE 4-H Volunteer Management System provides a solid framework for recruiting, screening, orienting and training, matching, supervising, evaluating and recognizing these community volunteers.

3) DOCUMENTATION AND REPORTING

Objective 1: Establish and maintain an effective and efficient system for record keeping, evaluation of progress and outcomes, and reporting.

Throughout the funding period, the PI and Site Staff will track performance measures including the numbers of children (ages 8-17) served, percentage of children sustaining program involvement and exhibiting desired program outcomes, numbers of mentors, and mentor retention. Experiential learning methodology will be used with the incarcerated parents following

New Hampshire 4-H LIFE

each 4-H Family/Club meeting to reflect and apply what they learned. Focus group discussions with selected groups will be used as appropriate and at critical time points in the project (mid-way and end of project period). These groups may include 4-H LIFE advisory team members, incarcerated parents, caregivers, community volunteers, and/or participating children.

4) COLLABORATION, PARTNERSHIPS, and SUSTAINABILITY

Objective 1: Utilize existing partnerships to ensure timely implementation and foster sustainability.

Site Staff and DOC liaisons are very knowledgeable of local resources with relevant experience and interests. They will work to foster strong relationships with those organizations and individuals most committed to the goal of replicating the 4-H LIFE Program model. Examples of those with the potential to contribute to project success and long-term sustainability include:

- S.K.Y. (Supporting Kindred Involvement of Youth) is a program at Claremont Middle School (Site I) offering support and fun to youth, caregivers, and families of incarcerated parents by fostering caring relationships, strong sense of self-worth, and positive aspirations. It began in response to 35 of 465 students (7.5%) with incarcerated parents.
- The Sullivan County Juvenile Justice Coordinating Committee and four councils of the Communities United for Substance Abuse Prevention coalition strongly support prevention and intervention programs (Site I). The councils focus on four critical county issues - Resources and Collaboration, Enforcement, Medical, and Youth. There is ongoing collaborative effort to reduce recidivism and increase public safety by rebuilding family ties between offenders and their families during and post incarceration.
- Merrimack County (Site II) has a vital Extension volunteer base with a history of working to improve outcomes for at-risk youth. For example, the Pittsfield Victory Workers 4-H Club, one of the largest and longest-running community 4-H clubs in the state, has dedicated and nurturing 4-H leaders who are noted for engaging at-risk youth, including foster children, in positive community and county-wide 4-H Club experiences.
- Strong afterschool programs, noted for working with vulnerable youth, are found in each county. Site Staff were instrumental in starting now-sustained afterschool programs in both Claremont (Site I) and Boscawen (Site II) from 1998-2003 through Extension's CYFAR funding. Site Staff also provide county-wide 4-H Afterschool support through staff training on positive youth development, parent involvement, and 4-H curriculum. Afterschool programs are an important resource for connecting school-age children of incarcerated parents with positive youth development experiences.
- Faith based volunteers and inter-faith councils are actively involved in prison-based missions at state correctional facilities and may be interested in work with county DOCs.
- Merrimack County (Site II) organizations focused on supporting young people from high-risk environments include: Casey Family Services; Franklin Celebrates Family Resource Center, Concord Connections family resource center, Regional Visiting Nurses, NH Relatives as Parents Program (coordinated by Site Staff member Thom Linehan), a new task force on incarcerated children led by a Merrimack County DOC corrections officer, Pittsfield Youth Workshop, and Merrimack County Juvenile Justice Task Force.

5.-CAPACITY AND PROJECT RESULTS

(5 pages) Describe the roles and responsibilities of the project staff and explain the program's organizational structure and operations. Applicants must describe the experience and capability of the applicants organization, principle investigator, site staff and partners that will be used to effectively implement and manage the effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Describe the LGU's capacity to meet the requirements of replicating one or more of the three proven programs, with a minimum of 60 at-risk youth ages 9-17 at each site. Also include a statement in this section that indicates you will adhere to the following data collection and reporting protocol as developed by National 4-H Council: Grantees will be required to participate in conference calls and/or Webinars to update National 4-H Council and each other on project progress. Grantees will provide outcome and financial reporting data via an online data collection tool developed for these grants.

4-H LIFE is a comprehensive mentoring and family strengthening model, proven successful by University of Missouri Cooperative Extension over a ten year time frame. The program embraces Bronfenbrenner's ecological systems theory within the context of children impacted by the breakdown of family connections as a result of incarceration of a parent or close family member. It strives to reconnect children with mutual positive interactions between parent and child that are critical to healthy development. This is done through 4-H Family/Club meetings, held within the correctional facility, and planned by the incarcerated parents. It further attempts to ensure these children and their caregivers have a system of support with caring adult mentors and positive peer relationships through the 4-H Club program within the community and county. UNHCE has the capacity to replicate the 4-H LIFE program as evidenced below.

ROLES AND RESPONSIBILITIES OF PROJECT STAFF

- 4-H LIFE Principle Investigator – A UNHCE 4-H Youth Development Professor/Specialist will partner with the Site Staff and DOC liaisons in planning, establishing systems of operation and program implementation, communication, documentation and reporting, and fiscal management including the procurement of program supplies. Duties also include regular site visits and coordination of training schedules, presenters and content for Site Staff and 4-H LIFE volunteers. In addition to time charged to the grant, the PI will spend other time on the project as needed as part of her UNHCE duties.
- 4-H LIFE Site Staff – Each county site will be served by a UNHCE 4-H Youth Development Educator (Site Coordinator) and a UNHCE Family & Consumer Resource Educator. They will work in partnership with the DOC superintendent or designated staff liaison, to plan and implement research-based family-strengthening curricula and hands-on 4-H activities with children and their incarcerated parents within the correctional center visiting room. Their job descriptions are adapted from the "Sample Job Description of 4-H LIFE Program Associate" found in the 4-H LIFE Guide©2009, Part One, Chapter Three: How to Get Started – What You Need to Know, page 45. In addition to time charged to the grant, these staff members will spend other time on the project as needed as part of their UNHCE duties.
- 4-H LIFE Volunteers – Screened volunteers will be recruited to mentor participating children and connect them with ongoing 4-H activities in their own communities, including 4-H Clubs and 4-H Afterschool program activities. They will communicate with the caregivers, and refer them to local and regional resources that can provide additional information and support. They will be involved in program documentation and evaluation, and represented on

New Hampshire 4-H LIFE

a 4-H Life advisory team. 4-H LIFE volunteers may be screened and trained to participate directly in the 4-H Family/Club meetings at the DOC facilities.

PROGRAM'S ORGANIZATIONAL STRUCTURE & OPERATIONS

1) Administrative Oversight

- The 4-H LIFE Principle Investigator will provide the lead in all administrative aspects of the award. This includes compliance with all grant requirements and with the operational policies and procedures of the UNH Office of Sponsored Research and UNH Cooperative Extension's Business Service Center. Extensions' 4-H Youth Development Program Leader, Associate Director of Operations, and Associate Director of Programs and will be consulted as needed to ensure the efficient and effective use of project and organizational resources. The PI will ensure accurate documentation and timely submission of quarterly financial reports, quarterly progress and outcome reports, and final reports.
- The Department of Corrections Superintendent and/or designated program staff will provide the lead in all administrative aspects related to DOC policies and procedures, including screening and training of non-employees working on-site for the project, assignment of staff during program meetings, access to facilities and approval of program supplies, access to incarcerated parents and contact information for families, and related communication with their stakeholders.
- 4-H LIFE Site Coordinators (county 4-H Educator at each site) will provide the lead in all communications with the Principle Investigator and the Department of Corrections Superintendent or designated liaison. They will ensure accurate documentation and timely reporting to the PI of information required by the grant.

2) Program Design

- 4-H LIFE Site Staff will work with the PI to ensure the Missouri 4-H LIFE model is replicated as closely as possible and includes all of the core elements of the design.
- The DOC Superintendent and/or designated liaison will work in partnership with the 4-H LIFE Site Staff and PI to replicate the 4-H LIFE model.
- The 4-H LIFE advisory team will be created to assist with decision-making within the framework of replicating the 4-H LIFE model.

3) Program Implementation

- 4-H LIFE Site Staff will facilitate the primary components of program implementation including teaching parenting classes, facilitating planning / leadership meetings, supervising 4-H Family/Club meetings, and managing 4-H LIFE community volunteers.
- The DOC Superintendent and/or designated liaison and officers will work in partnership with the 4-H LIFE Site Staff to facilitate access to incarcerated parents and their children and caregivers, and to supervise classes and meetings of the 4-H LIFE program.
- 4-H LIFE volunteers will establish strong connections with participating children and caregivers, including integration within the local and county 4-H program. They will

maintain weekly contact with their assigned children where possible, and serve as a contact for resources for participating caregivers.

- The 4-H LIFE Principle Investigator will assist with trouble-shooting where necessary, facilitate monthly conference calls, and conduct bi-monthly site visits including attendance to observe and assist during program classes and meetings within the DOC facilities.

EXPERIENCE & CAPABILITY OF ORGANIZATION, PI, SITE STAFF AND PARTNERS

UNHCE has extensive and successful experience establishing and sustaining grant-funded programs for high-risk children, youth and families. County Advisory Councils and county legislators look for examples of contributions the UNHCE county staff make to county departments. Both Merrimack and Sullivan County programs have a positive track record in working with the DOC facilities. Examples include providing parenting and financial management education to the inmates, and working with inmates on landscaping and gardening projects surrounding the county nursing homes and DOC facilities. UNHCE staff who will work on this project are very well connected with the needs of families and experienced in providing the educational programs and resources to help meet those needs.

- Principle Investigator, Paula Gregory, has focused on youth at risk programming for the past twenty-one years, and directed over \$2.4 million in grant funded programs, including three 5-year cycles of CYFAR projects (Children, Youth and Families At Risk). Two of the CYFAR sites (1998-2003) included communities where the two proposed 4-H LIFE programs are located - Boscawen and Claremont. Each of these projects established and sustained high quality afterschool programs that included participants with incarcerated parents. In 1998, she worked with the NH District Courts and County Administrators to develop and implement ten county-wide Community Youth Profiles focused on engaging youth and adults in establishing county goals for addressing juvenile justice issues. Many of these profiles led to creative strategies, including the development of inter-agency networks and new programs that are still in existence. In 2006-08, she worked with two northern counties to create strategic plans to address increasing rates of juvenile delinquency with funding from the NH Office of Juvenile Justice Services. In each county, coalitions continue to work on the strategies identified through these projects.
- Site Staff includes UNHCE 4-H Educators Robin Luther (Site I) and Deborah Cheever (Site II) who will serve as the site coordinators; and Family & Consumer Resource Educators Gail Kennedy (Site I) and Thom Linehan (Site II). Three of these educators were directly involved in the 5-year CYFAR projects (1998-2003) that established afterschool programs in Boscawen and Claremont. Both 4-H Educators have served in their positions for many years, served as co-directors of their CYFAR projects, have an extensive knowledge of community resources, and have established a strong core of dedicated and caring 4-H volunteers. Both Family & Consumer Resources Educators have extensive experience working with community coalitions; and providing education on parenting, decision-making, and resource management to a wide range of audiences including incarcerated parents through prior DOC-based programs.

New Hampshire 4-H LIFE

- Both Department of Corrections sites have been receptive to past involvement of UNHCE educators in the education of inmates in subjects related to more successful re-integration into their families and communities. These topics include the development of positive parenting skills, healthy relationships and decision-making, nutrition and food safety, and effective management of financial resources.
 - The Sullivan County DOC recently revitalized its mission and service to the community as one of community reintegration and holistic rehabilitation. From the first day of incarceration, inmates are assessed for personal risk and needs, resulting in interventions, education and careful planning to assist with reentry into community life. The 4-H LIFE model dovetails nicely with the re-entry work they are doing, and especially with female inmates who express embarrassment and anxiety around returning to the community and getting re-involved with their children and their activities.
 - The Merrimack County DOC is similarly focused on improving the outcomes for their inmates, especially those who are parents and may benefit from the 4-H LIFE model of positive engagement with their children prior to release.

ORGANIZATIONAL CAPACITY TO MEET REQUIREMENTS AT EACH SITE

UNHCE will do its best to meet the requirements of replicating the 4-H LIFE model at two sites, serving 60 children per site.

The Men's State Prison in Concord was originally planned as one of the two primary project sites, because of the Family Connections Center located within the facility and the large number of incarcerated parents already involved in parenting groups. Kristina Toth, Administrator of the Family Connections Center; Kerry Kazura, Associate Professor of Family Studies; and Mary Temke, UNHCE Human Development Specialist (now retired), were pioneers in establishing the NHDOC Family Connections Center at the Lakes Region Facility in Laconia in 1998. Child and Family Services of NH and the NH Division of Children, Youth and Families later joined the partnership. The Family Connections Center (FCC) was the first family resource center in the United States located in a prison facility which allowed supervised one-to-one parent to child visits (New Hampshire Department of Corrections, 2009 Annual Report). In 2008, FCC expanded from the original center at the Lakes Region Facility to Concord and Berlin state prisons, and in 2009 funding was secured to provide similar family support programming for female offenders at the Goffstown facility. In June 2009, the FCC closed its first and largest center in Laconia due to closure of the Lakes Region Facility.

When contacted about the 4-H LIFE program, Kristina Toth and Kerry Kazura were both very interested in collaborating, and proposed the Men's State Prison in Concord and the Sullivan County Department of Corrections as the two primary sites. Unfortunately, due to recent NHDOC budget cuts affecting staffing, officers are currently on a "forced work" schedule. It was decided not to include this facility in the project at this time since forcing officers to work

overtime to accommodate the 4-H Family/Club meetings could create a negative visitation experience. As a result, the Merrimack County facility was selected as the second primary site due to its close proximity to the state prison and high risk factors in feeder communities.

Because of the smaller populations of inmates at the two county DOC facilities, reaching the RFA target of 120 children may be more difficult than it would have been with a state prison as one of our two sites. We considered adding a third county DOC to ensure we would reach the target, however the RFA requirements clearly set a two-site limit. Additionally, the 4-H LIFE Missouri staff whom we consulted advised against trying to spread our resources across three sites. UNHCE will work hard to reach the target and have consulted with the Missouri team about possible ways to extend our contact with the incarcerated parents through continued involvement during re-integration and parole terms. We believe the potential to positively impact re-integration of incarcerated parents into stronger families justifies the choice of sites, even though reaching the targeted number may present a challenge. UNHCE has a strong track record from its work with Family Connections Centers at NHDOC facilities, and will draw on the expertise of both founding experts of the Family Connections Centers, Kristina Toth and Kerry Kazura. We believe there is interest among other UNHCE staff and county DOC facilities for future expansion of the 4-H LIFE program. It would be a sad loss of potential to abandon replication of 4-H LIFE due potential challenges.

STATEMENT OF ADHERENCE TO GRANT REQUIREMENTS

UNH Cooperative Extension will enter into a sub-grant agreement and comply with all requirements outlined in the RFA, the sub-agreement, the Award Notice issued by the Department of Justice, Office of Justice Programs to National 4-H Council on September 15, 2010., and the materials incorporated in the Award Notice. In addition UNHCE commits to the following terms:

- Key project staff will participate in training, conference calls and/or Webinars to update National 4-H Council and other state projects on our progress.
- Data collection and reporting protocol developed by National 4-H Council will be followed. This includes providing output and outcome data, and financial reports on a quarterly basis through an online data collection tool developed specifically for the grant by FirstPic, Inc. It also includes any data collection and reporting instruments developed for local program staff by 4-H Headquarters and National 4-H Council.
- Approval will be secured through the UNH Office of Sponsored Research to protect human subjects and show compliance with 28 CFR Part 46 requirements pending further instruction from National 4-H Council regarding actions to be taken if a waiver from OJJDP is granted.
- The 4-H Name and Emblem (Clover) will be used when implementing and publicizing the program.
- The University of New Hampshire has obtained an Active CCR Registration.

New Hampshire 4-H LIFE

6.-OPERATIONAL TIMELINE – 4-H LIFE Replication

Include a timeline or milestone chart that indicates major tasks, assigns responsibility for each and plots completion of each task by month for the duration of the award, using "year 1" "month 1" not calendar dates.

Major Task / Activity	Responsible Person(s)	Completion
<ul style="list-style-type: none"> Receive grant funds Establish budget monitoring/reporting and reimbursement processes 	<ul style="list-style-type: none"> PI 	Year 1 Month 1
<ul style="list-style-type: none"> Complete screening and training at Department of Corrections (DOC) Work with DOC to prepare MOU, plan program, set policies and screening criteria 	<ul style="list-style-type: none"> Site Staff PI 	Year 1 Month 2
<ul style="list-style-type: none"> Establish advisory committee and regular schedule of meetings 	<ul style="list-style-type: none"> Site Staff 	Year 1 Month 2
<ul style="list-style-type: none"> Complete initial grantee training (6 days at National 4-H Council) 	<ul style="list-style-type: none"> PI Site Coordinators 	Year 1 Month 2
<ul style="list-style-type: none"> Work with community partners to recruit, screen, train and manage volunteer mentors 	<ul style="list-style-type: none"> Site Staff 	Year 1 Month 2 (ongoing thru project)
<ul style="list-style-type: none"> Provide quarterly financial reports Provide quarterly progress and outcome reports 	<ul style="list-style-type: none"> PI with input from Site Coordinators 	Year 1 Month 2 Year 1 Month 5 Year 1 Month 8 Year 1 Month 11 Year 2 Month 13 Year 2 Month 16
<ul style="list-style-type: none"> Complete curriculum training on Building Strong Families 	<ul style="list-style-type: none"> PI Site staff 	Year 1 Month 3
<ul style="list-style-type: none"> Work with DOC to screen, select and enroll incarcerated parents 	<ul style="list-style-type: none"> Site Staff 	Year 1 Month 3
<ul style="list-style-type: none"> Begin monthly parent training and planning meetings with offenders 	<ul style="list-style-type: none"> Site Staff 	Year 1 Month 3 (ongoing thru project)
<ul style="list-style-type: none"> Work with DOC and offenders to invite children and caregivers 	<ul style="list-style-type: none"> Site Staff 	Year 1 Month 3 (ongoing thru project)
<ul style="list-style-type: none"> Begin monthly 4-H Family/Club meetings 	<ul style="list-style-type: none"> Site staff 	Year 1 Month 4 (ongoing thru project)
<ul style="list-style-type: none"> Conduct focus groups and other evaluation surveys 	<ul style="list-style-type: none"> PI Site Staff 	Year 1 Month 7 Year 2 Month 14
<ul style="list-style-type: none"> Begin weekly mentoring contact with children in their community 	<ul style="list-style-type: none"> Site staff Site volunteers 	Year 1 Month 4 (ongoing thru project)
<ul style="list-style-type: none"> Provide all final reports 	<ul style="list-style-type: none"> PI 	Year 2 Month 16

7. a. BUDGET DETAIL WORKSHEET

A. PERSONNEL		
Name/Position	Computation	Cost
Position 1: PI Paula Gregory	\$xxxxxannual;	24,337
Position 2: Site 1 Coordinator Robin Luther	\$xxxx annual;	5,000
Position 3: Site 1 Educator Gail Kennedy	\$xxxxxannual;	4,500
Position 4: Site 2 Coordinator Deborah Cheever	\$xxxxx annual;	5,000
Position 5: Site 2 Educator Thom Linehan	\$xxxxx annual;	4,500
Position 6: Student labor	\$8.85/hr x 12 hr/week x 38.1 weeks	4,000
Sub-total		47,337

B. FRINGE BENEFITS		
Name/Position	Computation (UNH fringe benefit rates)	Cost
Fringe 1: Paula Gregory	Dec 2010-June 2011 - \$14,100 @ .441 July 2011-January 2012 - \$10,237 @ .079	7,026
Fringe 2: Robin Luther	Dec 2010-June 2011 - \$2,500 @ .441 July 2011-January 2012 - \$2,500 @ .436	2,190
Fringe 3: Gail Kennedy	Dec 2010-June 2011 - \$2,250 @ .441 July 2011-January 2012 - \$2,250 @ .436	1,972
Fringe 4: Deborah Cheever	Dec 2010-June 2011 - \$2,500 @ .441 July 2011-January 2012 - \$2,500 @ .436	2,190
Fringe 5: Thom Linehan	Dec 2010-June 2011 - \$2,250 @ .441 July 2011-January 2012 - \$2,250 @ .436	1,972
Sub-Total		15,350

C. TRAVEL				
Travel Purpose	Location	Item	Computation	Cost
Training, orientation for PI and 2 site coordinators	National 4-H Youth Center	Registration fee	3 x \$1,250	3,750
Same as above	Same as above	Transportation costs	3 x \$500	1,500
PI site visits, training, project management	In-state (NH)	Mileage	6,280 miles @ .50/mile	3,140
Site I Team training, project implementation	In-state (NH)	Mileage	2,320 miles @ .50/mile	1,160

Site I Team training, project implementation	In-state (NH)	Mileage	1,000 miles @ .50/mile	500
Sub-Total				10,050

E. SUPPLIES

Supply Item	Computation	Cost
Postage	100 letters/month @ \$.44 each x 12 months	528
Office supplies (paper, ink, folders, pens, newsprint)	\$25/month x 14 months	350
4-H Curriculum, other curriculum resources	\$200/site x 2 sites	400
Building Strong Families training (2 days)	Facility and food @ \$30.40 x 10 project staff Curriculum @ \$250 x 10 project staff	2,805
Program meetings - project supplies, food	\$30 / month x 11 months x 2 sites	660
Evaluation costs (pens, pencils, food for focus groups)	\$2 x 120 participants	240
Photocopying	\$20 month x 14 months x 2 sites	560
Volunteer mentor training	\$110 per site for 15 volunteers at each site	220
Sub-Total		5,763

H. OTHER COSTS

Description	Computation	Cost
Participant support - gas cards and bus tickets to enable rural poor families to participate	\$50 / family x 60 families	3,000
Telephone, conference calling	\$30 / month x 14 months; and long distance	500
Sub-Total		3,500

BUDGET SUMMARY

Budget Category	Amount Requested
A. Personnel	47,337.00
B. Fringe Benefits	15,350.00
C. Travel	10,050.00
D. Equipment	0.00
E. Supplies	5,763.00
F. Construction	0.00
G. Consultants/Contracts	0.00
H. Other	3,500.00
Total Direct Costs	82,000.00
I. Indirect	0.00
TOTAL PROJECT COSTS	82,000.00
Federal Request	82,000.00

New Hampshire 4-H LIFE

7.b. BUDGET NARRATIVE**A. PERSONNEL and B. FRINGE BENEFITS (\$62,687)**

1. The UNHCE PI will work .28 FTE on the project, to include 7 months as a full-time UNH employee with full benefits calculated at UNH fringe benefit rate of 44.1% (Dec 2010-June 2011), and 7 months as an emeritus status hourly employee with partial benefits calculated at 7.9% (July 2011-Jan 2012). Additional time will be invested in the project as needed as part of regular UNHCE duties.
2. Positions #2-5: A UNHCE 4-H Youth Development Educator and a UNHCE Family & Consumer Resource Educator from each county (Sullivan and Merrimack) will work an estimated combined .30 FTE. Wages requested are \$5,000 for each Site Coordinators/ Educators and \$4,500 for each Site Educator. Benefits for these positions are calculated at the UNH fringe benefit rate of 44.1% (Dec 2010-June 2011) and 43.6% (July 2011-Jan 2012). . Additional time will be invested in the project as needed as part of regular UNHCE duties.
3. A UNH student will work 12 hours/week for approximately 38 weeks (length of two semesters and summer terms) at \$8.75/hour. Duties include record keeping, data entry, web site, and/or preparing newsletter / communications. Additional time will be invested in the project as needed as part of regular UNHCE duties.

C. TRAVEL (\$10,050)

1. \$3,750 registration fees, at \$1,250 each, for the PI and two Site Coordinators to attend the required orientation and training at the National 4-H Youth Center in Chevy Chase, MD from January 10-15, 2011.
2. \$1,500 for costs associated with travel for PI and two Site Coordinators to attend the January orientation and training (\$500 each). This includes a cost to each participant of \$275 airfare from New Hampshire, \$57 for mileage (average of 114 miles to/from the airport @ \$.50/mile), \$108 for six days of airport parking @ \$18/day, and \$60 transport to/from airport and meeting site.
3. \$3,140 for 6,280 miles of travel for PI Site Visits to meet with site teams, manage project, attend program meetings, conduct evaluation, and coordinate in-state trainings. Calculation:
 - \$1,023 - Durham, NH to/from Claremont, NH (Site 1) at 186 miles x 11 trips = 2,046 miles x \$.50 /mile.
 - \$ 913 - Durham, NH to/from Newport, NH (Site 1) at 166 miles x 11 trips = 1,826 miles x \$.50 /mile.
 - \$1,204 - Durham, NH to/from Boscawen, NH is 86 miles x 28 trips = 2,408 miles @ .50 /mile.
4. \$1,160 for 2,320 miles of travel for Site Team I (Sullivan County) to include:
 - \$620 - Sullivan County office (Newport) to/from the Sullivan County Department of Corrections (Claremont) at 62 trips x 20 miles/trip = 1,240 miles @ \$.50.

New Hampshire 4-H LIFE

- \$162 - Sullivan County office (Newport) to/from the Merrimack County office (Boscawen) for training and joint meetings 6 times x 54 miles/trip = 324 miles @ \$.50.
 - \$378 - 756 miles of travel within Sullivan County @ \$.50/mile for site staff to recruit, train, support mentors.
5. \$500 - 1,000 miles of travel for Site Team II (Merrimack County) @ \$.50 mile for site staff to recruit, train, support mentors. The Merrimack County Department of Corrections is across the street from the county Extension office; therefore, no mileage is necessary for monthly meetings.

E. SUPPLIES (\$5,763)

1. \$528 - Postage for mailing invitations, letters and/or newsletters to 100 families and staff each month for 12 months. 100 pieces of mail x 12 months x \$.44/forever stamp.
2. \$350 - Office supplies estimated at \$25/month x 14 months to include expenses of PI and both sites for paper, printer ink, pens, folders, notebooks, envelopes, and other small items.
3. \$400 - Curriculum to include leader and member copies of 4-H curriculum selected by the participating incarcerated parents, and other age-appropriate curriculum recommended by the 4-H LIFE team from Missouri. \$200 worth of curriculum/site.
4. \$2,805 - Costs of two-day training (February 16-17, 2011) by Missouri 4-H LIFE staff on the Building Family Strengths curriculum. Includes fee for meeting room @ \$50/day; food (appropriate breaks and lunch) @ \$20.50/person x 10; and curriculum @ \$250 each x 10.
5. \$660 - Program meeting supplies for 4-H activities and projects, and food/snacks as allowed by the site at \$30/month x 11 months x 2 sites.
6. \$240 - Evaluation costs to include 4-H pencils/pens and food for participants and family members taking part in surveys and focus groups. Estimated at \$2/participant x 120 youth.
7. \$560 - Photocopying estimated at 400 copies/month x \$.05/copy for 14 months x 2 sites.
8. \$220 - Costs for training 30 4-H LIFE volunteer mentors. UNH currently covers all costs of screening/background checks on all UNH volunteers.

H. OTHER COSTS (\$3,500)

1. \$3,000 - Participant support to include gas cards and/or bus tickets estimated at \$50/family x 60 families to provide minimal assistance with the transportation costs of caregivers who bring youth to the 4-H Family/Club meetings. Site I has very limited public transportation, with a bus running only from downtown Claremont to the county correctional facility. There is no public transportation serving Site II.

E.16

New Hampshire 4-H LIFE

2. \$500 – Long distance telephone charges @ \$80; and monthly conference calls with site teams and/or 4-H LIFE team from Missouri. Charges for conference calls to maintain communication with site staff and volunteer mentors include \$10 set-up fee/call plus \$2.50/line x 8 lines = \$30/conference call x 14 monthly calls = \$420.

TOTAL DIRECT PROJECT COSTS = \$82,000

INDIRECT COSTS – These are not allowed by the funder, National 4-H Council.

8.-RESUME OF PRINCIPLE INVESTIGATOR (Exhibit C)

9.-LETTERS OF SUPPORT (Exhibit D)

10.-EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) Certification (Exhibit E)

ATTACHMENTS

- Exhibit A - CDI for Sullivan County Department of Corrections
103 County Farm Road, Claremont (Unity), NH 03743
- Exhibit B - CDI for Merrimack County Department of Corrections
314 Daniel Webster Highway, Boscawen, NH 03303
- Exhibit C - Resume of Principle Investigator
- Exhibit D - Letters of Support
 - Sullivan County Department of Corrections
 - Merrimack County Department of Corrections
- Exhibit E- EEOP certification form claiming exemption

E 17

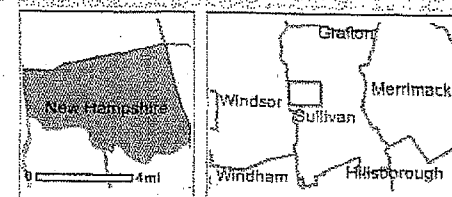
EXHIBIT A

975901 Tracts Report 1 SMART Report

975901 Tracts Report 1

Geographic Area: National > New Hampshire > Sullivan

Location: 975901



Indicators for this Location

Risk Factors - Community

Indicator	2000
% of Population that is Unemployed	2%
% of Individuals that are in Poverty	10%
% of Families that are in Poverty	5%
% of Children that are in Poverty	9%
Total Households	2,162
% of Households that are Owner Occupied	58%
% of Households that are Renter Occupied	42%
% of Households that are Vacant	6%
Community Disadvantage Index	8

Risk Factors - School

Indicator	2000
% of 5 to 17 Year Olds Not Enrolled in School	4%
% of 18 to 24 Year Olds with no High School Degree	26%

Indexes

Indicator	2000
Community Disadvantage Index	8

Resources for this Location

Label	Category	Program	Address	City	State	Phone
DISNARD ELEMENTARY School			160 Hanover St	Claremont	NH	(603) 543-4260
SCHOOL						
Claremont NH WORKS Center	DOL One Stop		404 Washington Street	Claremont	NH	603-543-3111

E:18

EXHIBIT B

038000 Tracts Report 4 SMART Report

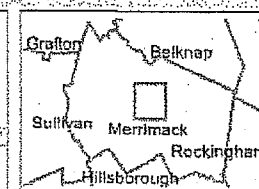
038000 Tracts Report 4

Geographic Area: National > New Hampshire >

Merrimack

Location:

038000



Indicators for this Location

Risk Factors - Community

Indicator	2000
% of Population that is Unemployed	1%
% of Individuals that are in Poverty	7%
% of Families that are in Poverty	5%
% of Children that are in Poverty	10%
Total Households	1,295
% of Households that are Owner Occupied	75%
% of Households that are Renter Occupied	25%
% of Households that are Vacant	3%
Community Disadvantage Index	6

Risk Factors - School

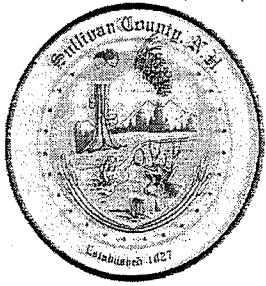
Indicator	2000
% of 5 to 17 Year Olds Not Enrolled in School	11%
% of 18 to 24 Year Olds with no High School Degree	32%

Indexes

Indicator	2000
Community Disadvantage Index	6

Resources for this Location

Label	Category	Program	Address	City	State	Phone
BOSCAWEN ELEMENTARY SCHOOL	School		1 Best Ave	Boscawen	NH	(603) 753-6512
BOSCAWEN BRANCH LIBRARY	Library		73 North Main Street	Boscawen		6037538576
BOSCAWEN PUBLIC LIBRARY	Library		273 King Street, Po Box 3099	Boscawen		6037962442
MERRIMACK COUNTY SHERIFF DEPARTMENT	Law Enforcement				NH	Unavailable
Enforcing Underage Drinking Laws	OJJDP Grant		10 Commercial Street	Concord	NH	(603) 271-3521
Bureau of Enforcement Underage Drinking Initiative	OJJDP Grant		P.O. Box 1795, 10 Commercial Street	Concord	NH	(603) 271-3521



Sullivan County Department of Corrections
103 County Farm Rd
Claremont, NH 03743

Intra-Department Memorandum

From: Lori Keefe

Date: 11/16/10

Subject: Commissioners Tour of Facility

To: Supt. Cunningham

Attending: Supt. Ross L. Cunningham, Commissioners Barrette and Nelson, Admin. Asst. Lori Keefe, Eagle Times Reporter Kristen Senz

Tour began in the Community Corrections Center Administrative area at 2:00pm.

Toured administrative officers, employee break area, employee workout area and conference room.

The addition of the conference/training room is very beneficial to staff. There is also an extra office space for staff, consultant, and grant people to use

Viewed outside recreation yard from stairwell.

Supt. Cunningham explained the security system and the use of door fobs. These can only be used on internal doors. No external doors can be opened with a fob. Staff must verify and go through a 2 step process to open outside doors.

Entered the CCC control center. Explained the added security feature of the officers being able to turn over control of the building to the Jail control center and vice versa.

Toured the Male & Female wings of the CCC – flex unit, treatment unit and work release units. In addition, viewed the treatment room and clinical office set up. West Central Services has begun working off the new grant with a Case Manager assigned to work with the females from booking through aftercare.

Ms. Senz asked how many inmates have been removed from the unit. Supt. Cunningham replied a handful for behavior issues.

Toured the dining hall, laundry and indoor recreation area. Supt. Cunningham stated that we are waiting for All Seasons Construction to provide an estimate to hang FRP paneling in these areas as the walls take a beating with the food cart, laundry carts and basketballs.

Ms. Senz asked where indoor recreation was previously held – Superintendent stated that we did not have an indoor recreation space before the new build. This building was designed using ADA standards.

Tour moved to Jail side via connecting hall – toured Jail offices, staff room/break area, control center, new clothing storage area that was moved from basement to old dining hall. Superintendent stated that we are discussing uses for the old food prep and dish-room area. Some discussion has centered on enlarging the processing area using an open concept design.

Toured basement area – new double doors installed to accommodate the new steam boilers. Ms. Senz asked about storage of snow removal equipment, etc. – Superintendent stated that all snow removal equipment is stored in outbuildings and maintained by the Facilities operations.

Toured Unit 3 – flat screen TVs encased to provide protection from breakage and to provide protection for officers.

Toured Unit 1 and Unit 1 dayroom. Returned to CCC and toured reception area, interview room for all meetings/classes held by external people or agencies.

Superintendent provided an overview of the video visitation system which we should have working by first of year. A notification will go out to inmate families. Efficiencies and safety will be gained with this system. Superintendent explained the difference between contact and non-contact visitation. Using the video visitation will open more hours to the inmates for visits.

Tour concluded at 2:45 pm

Respectfully,

Lori Keefe
Administrative Assistant

October 15, 2010

OCT 18 '10 AM 10:49

Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624

(603) 225-2841
(800) 698-2364

www.nhprimex.org

Fax Numbers

Claims
(603) 228-3833

Education, Training & Consulting
(603) 228-3905

Primex³ Finance & Health
(603) 226-6903

Member Services/
Risk Management Services
(603) 228-0650

Greg Chanis, County Administrator
Sullivan County
14 Main Street
Newport, NH 03773

Dear Greg:

On behalf of the entire Workers' Compensation program, we thank you for your continued trust and partnership and look forward to the upcoming year. Our goal is to provide our members with the best service, value and coverage. We would like to take this opportunity to provide you with some highlights of our program:

- In order to continue our success, we are always looking for ways to improve the level of service our members and their employees deserve. We are excited to highlight our newest enhancement to the program: **Our partnership with the Best Doctors Occupational Health Institute or "Best Doctors" (BDOHI).**
 - **Best Doctors (BDOHI)** is a community of physicians and allied health professionals dedicated to improving quality of care for employees with work-related injuries. **Best Doctors** works directly with occupational health centers throughout New Hampshire to ensure that your employees understand their treatment options, have coordination with their own doctor, and if necessary, have specialist referrals. **MOST IMPORTANTLY**, employees receive answers to navigate the process of recovery through Occupational Patient Advocates (Nurse Case Managers).
- **Joint Commitment Equals Stability:** Primex³ is proud of the engagement our members have with their claims, member services and risk management teams. This joint commitment to identify and address losses, participate in trainings, and working together have continued to result in **stable single digit rate increases**, despite the ever increasing medical costs associated with Workers' Compensation.
- **Continued Additional Discounts for Long-Term Commitment to the Program:** Members who are eligible and agree to extend their commitment to the program for five (5) years, through January 1, 2016, will receive or continue to receive the enhanced **multi-year discount of 7.5% each year** during that five year period. The five-year multi-year agreement with enhanced discount will replace any existing

multi-year agreement and discount in the respective coverage program. (See enclosed Additional Discounts flyer for more details.)

- **Multiple Program Discounts Available:** Members who expand coverage to other lines of coverage are eligible for additional program discounts. **To learn more, please contact your Member Services Team at 1-800-698-2364.**
- **PRIME³ Program Discount Rewards the Best Risk Management Practices:** A member who completes the PRIME³ Program (the 10 best risk management practices), will receive an ***additional 2.5% discount in each subsequent renewal year for maintaining this designation.*** To recognize your efforts during your upcoming coverage period, members who complete PRIME³ by the end of a month will receive a pro-rated discount for the remaining months of the coverage period. (For example, a calendar year member who achieves PRIME³ by March 31st would receive a discount for the remaining nine (9) months of the current year and the entire discount for the following year.) (See enclosed PRIME³ flyer for more details.)
- **Primex³ Partner Platform (P³):** Members have continued to access their online active claims management and reporting system (P³) to assist them in knowing the losses, tracking benchmarks, and even being automatically notified when performance begins to change. (See enclosed P³ flyer for more details).

Enclosed is your Workers' Compensation Member Contribution Summary for January 1, 2011 to January 1, 2012. Please understand that the enclosed "Member Contribution Summary" is not an invoice. (Your invoice will be mailed on or around December 1, 2010.) The intent of this Summary is to build awareness of your member contribution and how your performance and payroll changes affect your 2011 contribution.

On your Member Contribution Summary, there is an indication of whether you are currently committed to the Primex³ Workers' Compensation Program for multiple years. We thank you for your commitment to the pool and appreciate your continued trust and participation in the Workers' Compensation program. **Please note the Member Contribution figure includes your current Multi-Year Agreement discount.**

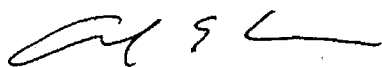
Based on your performance, we are pleased to offer you an extension of your current Multi-Year Agreement based on a few conditions. Enclosed please see the conditions necessary to extend your 5% discount and membership through 1/1/2014. Your Risk Management Consultant is available to

assist you in reaching these goals. (See enclosed Multi-Year Agreement and resolution.) Please return your executed Multi-Year Agreement and resolution by November 17, 2010.

We understand that you have a choice when it comes to your coverage needs and we hope you will give Primex³ the opportunity to broaden our partnership with you. By giving careful consideration to our complete range of coverage options, you can be sure that your local taxpayers are getting the best value. We look forward to working with you to explore alternative coverage and pricing options for all lines of coverage.

Please contact me or your Member Services Consultant with questions at 1-800-698-2364. We would be happy to talk with you or arrange for you to discuss your risk management performance with our experts.

Sincerely,



Carl E. Weber
Director of Member Services

Enclosures

Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624

(603) 225-2841
(800) 698-2364

www.nhprimex.org

Fax Numbers

Claims
(603) 228-3833

Education, Training & Consulting
(603) 228-3905

Primex³ Finance & Health
(603) 226-6903

Member Services/
Risk Management Services
(603) 228-0650

October 28, 2010

Sullivan County
Greg Chanis, County Administrator
14 Main Street
Newport, NH 03773

Dear Greg:

RE: Revised Workers' Compensation Multi-Year Agreements

Enclosed is a revised copy of your multi-year agreements for the Workers' Compensation Program. Please discard the multi-year agreements that were part of your 2011 Workers' Compensation renewal packet and replace with the enclosed copies.

We apologize for any inconvenience, and look forward to working with you in 2011 and beyond.

Sincerely,



Carl Weber
Director of Member Services

October 15, 2010



Workers' Compensation Program
5% MULTI-YEAR DISCOUNT PROGRAM AGREEMENT

Primex³ is offering members in our **Workers' Compensation Program** an opportunity for continued discounts through multi-year agreements. By signing this Agreement, you agree to extend your Membership Agreement for **one (1) year** and Primex³ agrees to discount your calculated member contribution by **five percent (5%)** for that year. Your annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs and realize immediate savings. The discount received is conditioned upon a **one (1) year** commitment to extend membership in the Primex³ pool.

If you have any questions about this Agreement or any other aspect of your Primex³ membership, please call me or a member of our Member Services Team at 1-800-698-2364.

Sincerely,

Carl Weber
 Director of Member Services

Workers' Compensation Program
5% MULTI-YEAR DISCOUNT PROGRAM AGREEMENT
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

By signing this Agreement, the **Sullivan County** agrees to extend its risk pool membership and participate in the Primex³ **Workers' Compensation Program** for **one (1) year through January 1, 2014**. It is further understood that the **five percent (5%)** discount is not a rate guarantee and instead the discount will be applied to the calculated annual member contribution based upon the member's exposure base, members' loss experience and the rates established each year by the Primex³ Board of Trustees. The **Sullivan County** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Sullivan County** further acknowledges that by extending its Membership Agreement for **one (1) year**, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") applies for the end of the one (1) year extension. The **Sullivan County** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal and continuation in the Primex³ pool.

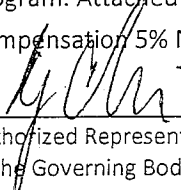
H.2.

October 15, 2010

Primex³ acknowledges that the Member is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The Member also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the multi-year agreement, this contract may be terminated by the Member by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The Member, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this multi-year agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the Member agrees to return the multi-year discount(s) that was provided to it.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Sullivan County** with legal authority to contractually bind the **Sullivan County** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation program. Attached hereto is a duly executed governing body Resolution to Enter Workers' Compensation 5% Multi-Year Discount Program Agreement.

	<u>County Administrator</u>	<u>12/21/2010</u>
Authorized Representative of the Governing Body	Title	Date

Greg Chanis
Print Name

MULTI-YEAR AGREEMENT CONDITIONAL REQUIREMENTS

Primex³
NH Public Risk Management Exchange

Member: Sullivan County

Member #: 606

Program: Workers' Compensation

Renewal Period: CY 2011

Conditions are submitted to Primex³ Members who may wish to consider a multi-year agreement but whose performance suggests the need for improved performance and attention to risk management. Primex³ recognizes your entity's ability to implement various, achievable improvement initiatives for the benefit of the pool and your individual performance. Fulfillment of the conditions outlined below will avail your entity to a pro-rated multi-year agreement with savings of up to 5% of the contribution in the coverage program identified above. Unless otherwise specified, the condition(s) below must be fulfilled by **September 1, 2011**.

Recommended Conditions for Multi Year Agreement Eligibility

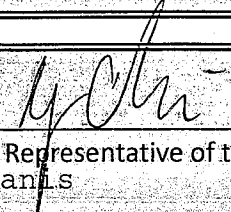
- ☐ *Successful attainment of the PRIME³ Designation (risk management best practices)*
- ☐ *Continue to benchmark losses with meaningful action items. Minimum of quarterly review of benchmarks with Primex³ Risk Management Consultant.*

Primex³ recognizes that members may need assistance to address and satisfy the above conditions. Your assigned risk management consultant can be helpful by assisting you in providing your entity with needed resources to achieve meaningful performance improvement.

Assigned Risk Management Consultant: Sandy Burroughs, Risk Management Consultant

Contact Information: **Phone:** 1-800-698-2364 ext. 165 **Cell:** 603-731-1898

E-Mail: sburroughs@nhprimex.org **Web:** www.nhprimex.org


Authorized Representative of the Governing Body
Greg Chanis

County Administrator
Title

12/21/2010
Date Signed

October 15, 2010



RESOLUTION TO ENTER PRIMEX³
Workers' Compensation 5% MULTI YEAR DISCOUNT PROGRAM

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation 5% Multi Year Discount Program** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation 5% Multi-Year Discount Program**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of Sullivan County adopted on 12/21/2010

Board: Sullivan County Commissioner
Title of Board Chair

Signature

Name: Jeffrey Barrette

Sullivan County Commissioner
Title: Chair duly authorized

Date: 12/21/2010

NOTICE OF TIMBER SALE**December 15, 2010****Sullivan County Farm, County Farm Road, Unity, N.H.**

New Hampshire County of Sullivan is offering for sale the following stumpage at the Sullivan County Farm in Unity:

Red Oak Sawlogs (77 trees)	13,386 bd ft
White Ash Sawlogs (56 trees)	5,005 bd ft
Yellow and Black Birch Sawlogs (17 trees)	1,122 bd ft
White Birch Sawlogs (13 trees)	966 bd ft
Red Maple Sawlogs (3 trees)	188 bd ft
Sugar Maple Sawlogs (1 tree)	53 bd ft
White Ash Pulpwood (193 trees)	46.06 tons
Sugar Maple Pulpwood (219 trees)	39.06 tons
Hemlock Pulpwood (147 trees)	38.59 tons
White Birch Pulpwood (264 trees)	37.01 tons
Black/Yellow Birch Pulpwood (241 trees)	33.75 tons
Mixed Pulp (basswood /beech, 141 trees)	28.96 tons
Red Oak Pulpwood	26.62 tons
Aspen Pulpwood (20 trees)	15.36 tons
Red Maple Pulpwood (58 trees)	11.22 tons

THIS SALE WILL BE SHOWN ON **Tuesday, January 4th, 2011**. Interested parties may meet Chuck Hersey, Sullivan County Forester, who is the Forester responsible for supervision of the sale, at the Ahern Building, Sullivan County Complex, County Farm Road in Unity, NH at **8:00 A.M.** He can also be reached at (603) 863-9200

Volume and quality of this stumpage are not guaranteed. Bidders are expected to examine the property and determine volumes, values, and operating conditions for themselves.

These estimated volumes are based on the International ¼" Kerf Log Rule and the standard 2,000 pound English ton.

The County of Sullivan reserves the right to reject any and all bids and if all bids are rejected, the County of Sullivan may undertake the work by such means as deemed suitable. The County of Sullivan further reserves the right to waive any formalities in the preparation and submittal of bids. A detailed prospectus, bid forms and instructions, and return envelopes can be obtained from Chuck Hersey, 24 Main Street, Newport, NH 03773 or by calling (603) 863-9200.

Sealed bids will be received until **2:00 PM on Friday, January 14, 2011.**

Deliver Bids to

Attn: Bid for Timber Sale
County Administrator
Sullivan County

14 Main Street, Newport, NH, 03773
603 863-2560

PROSPECTUS HIGHLIGHTS

Sullivan County Farm, Unity, NH

LOCATION: This timber is located on approximately 30 acres of the Sugarbush of the Home Farm Tract of the Sullivan County Farm.

PERIOD OF CONTRACT: The Purchaser shall be allowed from contract signing through March 31, 2012 to enter, cut, and remove timber, subject to seasonal and other restrictions within the timber sale contract. Harvesting will only be permitted during frozen ground conditions.

PAYMENT: Payment for wood harvested will be made in full on a weekly basis within one week of payment to purchaser by mill and shall include corresponding scale slips.

BIDDING: Bids will be submitted to Sullivan County Administrator, 14 Main Street, Newport, NH, 03773 by **January 14, 2011 at 2 PM.**

TIMBER TAX: The Purchaser **shall** furnish a bond or other security to the Town of Unity and be responsible for payment of timber tax.

BONDS AND NOTICES: All required bonds and notices shall be filed and posted prior to the start of operations. A \$2,000 performance bond will be required.

INSURANCE REQUIRED: The purchaser **and his subcontractors** shall purchase and maintain:

- 1) General, Personal Injury, and Automobile Liability (including bodily injury, personal injury, and property damage) minimum coverage:
 - a. Combined single limit of \$1,000,000 each occurrence.
 - b. Any aggregate limit will not be less than \$2,000,000.
 - c. If any aggregate limits are reduced below \$600,000 because of claims made or paid during the required policy period, the contractor shall immediately obtain additional insurance to restore full aggregate limit and furnish a certificate or other document showing compliance with this provision.
- 2) Worker's compensation insurance as required by the NH Dept of Labor, RSA 281-A.

MARKING: Trees to be cut are marked in blue paint. Timber sale boundary is denoted by trees marked with three blue stripes. Trees marked with three stripes are not to be cut.

SCALING: The International ¼ Inch Kerf Log Rule shall be the basis of measure for sawlogs. The standard 2,000 pound English ton or its weight equivalent shall be the measure for cordwood.

UTILIZATION: All trees, tops, and limb wood not utilized for a higher value product shall be utilized as cordwood and pulpwood to a minimum 4" diameter inside bark (d.i.b) top end wherever tree form and branching permit.

SPECIAL REQUIREMENTS:

- All trails shall remain free from debris.
- This operation is restricted to periods of frozen ground conditions only.

The Forester responsible for the planning and supervision of this sale is: Chuck Hersey
He can be reached at:
(603) 863-9200
UNH Cooperative Extension
24 Main Street
Newport, NH 03773

K.L.

List of Loggers to mail Sugarbush Timber Sale Notice

Jack Bell
Long View Forest Contracting
PO Box 165
Westminster, VT 05158

Fred Weld
102 Root Hill Road
Cornish, NH 03745

Reyer Jaarsma
300 Dingleton Hill Rd
Cornish, NH 03745

Troy Simino
PO Box 228
Cornish Flat, NH 03746

Tom Porter
Porter Logging
364 Elm Street
Claremont, NH 03743

Van Webb
Harding Hill Farm
524 Stagecoach Road
Sunapee, NH 03782-3900

Eric Johnson
224 Tucker Mtn. Road
Andover, NH 03216

Peter Renzelman
468 Alstead Center Rd.
Alstead, NH 03602

Don Clifford
29 Alexander Ave.
Newport, NH 03773

Art Bastian
91 Spring Farm Road
Claremont, NH 03743

161

Sullivan County Commissioners
14 Main St
Newport, N.H.

NOV 22 '10 AM 10:27

Unity Conservation Commission
13 Center Rd
Charlestown, N.H.
03603

November 18, 2010

Dear Commissioners,

Enclosed is a copy of the annual monitoring document for the Marshall Pond Conservation Easement.

Three members of the Unity Conservation Commission walked the property on October 27th.

We noted that the beaver dam that was located parallel to the cement dam was breached in the last year. The boards closing the spillway had been removed, possibly. At any rate, they are not present. For a time the beaver dam kept the water to its normal level. But now the pond is down considerably. Are there any plans to restore the pond to its normal level?

We also noted that a timber sale had been marked a few years ago, but was never cut.

cc: SCCD
Jan Heighes

Sincerely,
for the Unity Conservation Commission
Jennifer Wright
(secretary)

November Meeting 2010



Conservation Easement Monitoring Report – 2010

Please complete and return by **January 15th, 2011**

Joslin Heyn, SPNHF, 54 Portsmouth St., Concord, NH 03301

Local Easement Name: _____

* Current Landowner Name: Sullivan County

* If: there is more than one owner, please list names and addresses on the back of this sheet the owner is a Trust, please provide trustee names and addresses on the back of this sheet. the owner is a business, please provide the name and address of the contact person for the property.

Current Landowner Address: _____

Current Landowner Phone #: Home: _____ Work: _____

Has the property changed hands since it was last monitored? ☐ yes ☒ no

If yes, is the new owner listed above? ☐ yes ☐ no

2010 Monitoring date: Oct. 27 Wed. Nov. 3 Monitor name(s): NANCY WALKER, Jennifer Wright

Address: Unity Town Office - Center Rd. Unity Stanley Rastall's

Did the monitor(s) read the easement? ☐ yes ☒ no ☐ before visit? ☐ after visit?

Read years ago by 2 of us.
Was the landowner contacted? ☐ by phone ☐ by mail ☐ in person ☒ not at all

Which of the following were accomplished during the monitoring visit? (please check one in each line)

- | | | | | |
|-------------------------------|--|--|---|---|
| • met owner/property manager | <input type="checkbox"/> yes | <input checked="" type="checkbox"/> no | | |
| • walked boundaries | <input type="checkbox"/> none | <input checked="" type="checkbox"/> some | <input type="checkbox"/> all | <input type="checkbox"/> not applicable |
| • walked trails & woods roads | <input type="checkbox"/> none | <input checked="" type="checkbox"/> some | <input type="checkbox"/> all | <input type="checkbox"/> not applicable |
| • walked developed area | <input type="checkbox"/> none | <input checked="" type="checkbox"/> some | <input type="checkbox"/> all | <input type="checkbox"/> not applicable |
| • walked road frontage | <input type="checkbox"/> none | <input type="checkbox"/> some | <input checked="" type="checkbox"/> all | <input type="checkbox"/> not applicable |
| • walked interior of property | <input type="checkbox"/> none | <input checked="" type="checkbox"/> some | | |
| • monitored from the air | <input checked="" type="checkbox"/> none | | <input type="checkbox"/> all | |

Were any potential violations found on the property? If so, define the issue and action taken.

☐ yes ☒ no

Do you know of any plans for the property that might affect the easement in the future? If so, please note.

☐ yes ☒ no

Is there additional information or concerns of which we should be aware?

☐ yes ☒ no

TIMBER SALE WAS MARKED YEARS AGO BUT NEVER COT.
BEAVER DAM IS BREACHED - POND LEVEL DOWN.

Monitor's Signature Stanley Rastall's Phone # 603-863-8888 Date Nov. 8, 2010

Sullivan, County of (Mills Place)
Local Name - Mills Place
Unity -- 230 Acres
Grantee: Unity, Town of